

May 14, 2003

MEMORANDUM for Community Based Organizations

FROM: Rich Nafziger, Director of Workforce Education
Israel David Mendoza, Director of Office of Adult Literacy

SUBJECT: 2003-2004 Work First Application and Guidelines

Attached are the fiscal year 2004 Work First Application and Guidelines. The application is due on June 26. The application is similar to last year's although we tried to slim it down and clarify some of the complications that plagued last year's application. The application and guidelines are the same for CBOs as for community and technical colleges.

As was the case in fiscal year 2003, because the economy is weak and caseloads are rising, the emphasis will continue to be on placing TANF clients into jobs.

Your fiscal year 2005 funding will again be based on the previous year's performance – fiscal year 2004. Research indicates that short-term programs designed in cooperation with business for specific jobs have been tremendously successful in helping students get and retain jobs. These have worked particularly well when targeted to good jobs with possibilities for advancement. We have also learned and research demonstrates that integrating adult literacy programs with workforce education helps recent immigrants and low-skill, low-income adults learn new skills and find careers. As was the case last year, we believe meeting the Governor's performance expectations will require attention to these two approaches.

Your performance for this year's grant should focus on two measures.

- Placements of TANF recipients into jobs.
- Unduplicated TANF enrollments in Customized Job Skills Training and Integrated Customized Job Skills Training.

For Work Place Basic Skills providers, the expectation is you will continuously improve your program.

In fiscal year 2003 we were forced to measure performance solely on the basis of enrollments because data was not available on placements. We used enrollments in CJST and integrated CJST as proxies for placements because a considerable data bank of research has indicated that enrollment in these activities leads to placements.

For fiscal year 2005, we will have better data on placements but we still lack adequate data to base performance solely on placements. A portion of performance funding will still be based on enrollments.

The attached application includes planning numbers from which to base your plan. The amount allocated to colleges and CBOs via the block grant is exactly the same amount as last year. However, the planning numbers are equal to 90% of your fiscal year 2003 allocation. The other 10% is based on performance and we will not have the performance data until August. It is also important to note that any money that you turn back out of your 2003 allocation will not at all impact your 2004 allocation.

Colleges and CBOs must have active participation from WorkFirst Local Planning Area Networks (LPAs) in developing and implementing their plans. LPA partners will need to co-sign the plan before it can be funded. Required partners include local representatives who implement the Governor's WorkFirst program in your area: Employment Security, Department of Social and Health Services and the Department of Trade and Economic Development. While each college is responsible for getting the endorsement of its LPA, the partner agencies have already agreed to support the program with referrals. Local details and commitments will be established in the planning process.

State Board staff will also be available to provide technical assistance if needed. Please call Robin Thompson at (360) 704-4327 (rthompson@sbctc.ctc.edu) or Mike Porter at (360) 753-3650 (mporter@sbctc.ctc.edu). Applications are due Monday, June 26, 2003, at 3:00 p.m. Applications and Guidelines files are attached. We will be posting them on our website. They will soon be available to download from the following web site: <http://www.workforceed.com/workfirst.html>. Paper copies of the application and guidance will not be mailed.